

	<b>TRAVIS COUNTY ESD #5</b> <b>MANCHACA FIRE RESCUE</b> <b>Department Memorandum</b>	<b>M2017-08</b>
		Effective: 11/02/2017
	<b>Upcoming Transition to 48/96</b>	Expires: na
		From: C. Poole

As a reminder, MFR is planning to transition to a 48-on/96-off schedule beginning November 11<sup>th</sup>, 2017 at 0800. This will be starting with the B-shift. The 48/96 schedule is on the MFR member's only web page calendar for you to reference. With this transition, it is important to set some ground rules and expectations on how station life and work cycles will be managed.

- In conjunction with the transition to 48/96, we will be enacting a new policy, E101-Operations Staff. This policy will govern how leave is taken, staffing requirements, trades, and how to fill vacancies. This will be a significant change in how we have done business in the past as it places more responsibility on the officers to perform staffing functions and it standardizes how staffing is performed. It is particularly important that all personnel check their account status on When to Work for how they wish to be contacted by the system as the messaging system in When to Work will be the primary method of alerting members of staffing needs. Make sure you contacts are updated and that you have not opted out of receiving notifications.
- In addition, an updated version of the Employee Handbook is posted on the member's only site. It has been revised to reflect the elimination of the Kelly Days, the addition of some benefits that the ESD authorized a couple of months ago, and language changes to accommodate the 48/96 schedule. This new version of the handbook will be effective on November 11<sup>th</sup>.
- Each 48-hour shift will be treated as two 24-hour work periods. If a member is going to be off for their shift, they must request off for each 24-hour period (i.e. a person calling off sick is only assumed to be sick for the first 24 hours and must either report for the second 24-hours or call off sick again).
- Similarly, filling vacancies will be done in 24-hour segments. If a person is off PTO for 48-hours, there will be two request to fill that slot – one for the first 24 and one to fill the second 24. Additionally, E101 will have guidelines in place to limit the number of continuous hours worked. Ideally, a member should not be scheduled to work more than 48 continuous hours.
- The station chores, apparatus checks, and training drills, will continue to occur on their designated day. It is not acceptable to perform all the tasks of a 48-hour shift in the first 24 hours or putting them all off till the last 24 hours. Daily station cleaning duties are expected to continue and the station be clean and presentable each day.
- Crews will be expected to be up and ready for duty by 0800 on their second 24-hour work period. This means that they are awake, in proper uniform, their quarters are in order, and they are ready for equipment checks and duty assignments by 0800, just as they would be when first coming on duty.
- Typically, sleeping and lying in bed is not permitted from 0800 till 2000 hrs. The company officer may grant additional rest periods for specific reasons such as extended calls, recovery from strenuous drills, or multiple calls during the overnight period that results in less than 5 hours of cumulative sleep. A member's individual choice to stay up late without a business need (making calls) is not an acceptable reason for additional rest periods. A member that reports to work unrested due to non-department issues may need to consider utilizing PTO rather than requesting additional rest periods.

I am sure we will have questions and other adjustments to make as we go along, but this should cover some of the initial questions and expectations as we move forward.